

**BY ORDER OF THE COMMANDER  
AIR FORCE RESEARCH LABORATORY  
(AFRL)**

**AIR FORCE RESEARCH LABORATORY  
INSTRUCTION 36-281**

**29 APRIL 2015**



***Personnel***

***FELLOWS AND SCIENCE AND  
ENGINEERING EARLY CAREER  
AWARDS PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AFRL/CZ

Certified by: AFRL/CC  
(Maj Gen THOMAS J. MASIELLO)

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27 November 2012

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Pages: 35

This instruction implements AFPD 36-28, *Awards and Decorations Program*. This instruction establishes the Air Force Research Laboratory (AFRL) Fellows and Science and Engineering Early Career Awards Program and sets forth policy, responsibilities, eligibility and procedures for nominating and selecting AFRL Fellows and AFRL Science and Engineering Early Career Award recipients. It applies to all personnel assigned to AFRL. This publication may not be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. Requests for waivers must be processed through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Privacy Act System of Records OPM/Govt-2, Employee Performance File System Records.

## ***SUMMARY OF CHANGES***

Combines AFRLI 36-281, *AFRL Fellows*, with AFRLI 36-2802, *AFRL Early Career Awards*, which is rescinded, into AFRLI 36-281, *AFRL Fellows and Science and Engineering Early Career Awards Program*. It changes the number of Science and Engineering Early Career Awards from a total of two per year to up to a total of four per year and updates the funding source for the Science and Engineering Early Career Award research grant to split funding 50/50 between the Air Force Office of Scientific Research (AFOSR) and the recipient's Technology Directorate (TD) based on a decision by the AFRL Research Council. At the direction of the AFRL Chief Technology Officer (AFRL/CZ), it reduces the amount of the AFRL Science and Engineering Early Career Award three-year research grant from \$450,000 (\$150,000 per year) to \$300,000 (\$100,000 per year) for each awardee. It also expands the Roles and Responsibilities section. It also expands on the nomination requirements and selection processes and provides updated Nominee Assessment forms.

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## Chapter 1

### AFRL FELLOWS AND SCIENCE AND ENGINEERING EARLY CAREER AWARDS PROGRAM

#### 1.1. Overview and Roles and Responsibilities

1.1.1. The AFRL Fellows and Science and Engineering Early Career Awards program recognizes outstanding AFRL scientists and engineers (S&Es) for exceptional accomplishments in research and development, engineering or technical/organizational program management activities. The AFRL Fellows award recognizes AFRL S&Es for exceptional career accomplishments in research, technology development/transition or program/organizational leadership. The AFRL Science and Engineering Early Career Award recognize AFRL S&Es for exceptional accomplishments in research within the onset of their science, technology or engineering career.

#### 1.2. Roles and Responsibilities.

1.2.1. **AFRL Commander (AFRL/CC).** AFRL/CC is responsible for making final AFRL Fellows and AFRL Science and Engineering Early Career Award selections.

1.2.1.1. AFRL/CC will notify each AFRL Fellows and AFRL Science and Engineering Early Career Award awardee and will send an announcement to the entire AFRL workforce announcing the awardees.

1.2.2. **AFRL Chief Technology Officer (AFRL/CZ).** AFRL/CZ is responsible for administration of the AFRL Fellows and Science and Engineering Early Career Awards program and will:

1.2.2.1. Establish and publicize the annual battle rhythm for the program's nomination and selection process that ensures final selections are accomplished by no later than 31 Jul each year.

1.2.2.2. Issue a call for nominations to the Technology Directorate (TD) Chief Scientists each year based on the annual battle rhythm.

1.2.2.3. Impanel independent Nomination Review Committees to review nominations and make recommendations for awards.

1.2.2.4. Chair the AFRL Fellows Nomination Review Committee.

1.2.2.5. Submit a prioritized list of recommended awardees to AFRL/CC with a brief summary of each nominee's accomplishments.

1.2.3. **TD/711<sup>th</sup> Human Performance Wing (711 HPW) Chief Scientists.** The Chief Scientist for each TD/711 HPW is responsible for administration of the AFRL Fellows and Science and Engineering Early Career Awards Program candidate selection and nomination process for their organization and will:

1.2.3.1. Ensure calls for candidate nominees are issued in a timely manner upon receipt of the AFRL/CZ calls for AFRL Fellows and AFRL Science and Engineering Early Career Award nominees.

1.2.3.2. Identify the organization's recommended nominees to the TD Director/711 HPW Commander for final approval before submission to AFRL/CZ.

1.2.3.3. Submit the final nomination packages for AFRL Fellows and AFRL Science and Engineering Early Career Awards to AFRL/CZ by the date specified in the calls for nominees.

1.2.3.4. Give an introductory presentation on each of the TD's AFRL Fellows nominees to the AFRL Research Council.

1.2.3.5. Give an introductory presentation to the AFRL Research Council on any AFRL Science and Engineering Early Career Award nominee identified in the top six by the Nomination Review Committee.

**1.2.4. TD Directors/711 HPW Commander.** TD Directors/711 HPW Commander will be the final approval authority for TD/711 HPW nominees for the AFRL Fellows and Science and Engineering Early Career Awards before submission to AFRL/CZ.

**1.2.5. Nomination Review Committees.** The Nomination Review Committees will assist AFRL/CZ in determining the rank order of AFRL Fellows nominees and AFRL Science and Engineering Early Career Award nominees.

1.2.5.1. The AFRL Fellows Nomination Review Committee shall consist of AFRL Research Council members but may include current AFRL Fellows, senior-level (TD/711 HPW) management, and distinguished academia and/or industry S&Es, as deemed appropriate by AFRL/CZ.

1.2.5.2. The Science and Engineering Early Career Award Nomination Review Committee shall consist of one senior-level scientist from each TD/711 HPW and will be chaired by an AFRL Senior Scientist (ST) selected by AFRL/CZ. Each TD/711 HPW Chief Scientist will identify their TD's Committee member to AFRL/CZ when the TD's nominations for the award are submitted. Use of AFRL Fellows for this committee is encouraged.

**1.2.6. Chair, AFRL Science and Engineering Early Career Award Nomination Review Committee.** The Chair of the Science and Engineering Early Career Award Nomination Review Committee is responsible for:

1.2.6.1. Scheduling and managing a Science and Engineering Early Career Award Nomination Review Committee meeting.

1.2.6.2. Presenting the recommended ranking of all AFRL Science and Engineering Early Career Award nominees by the Nomination Review Committee to AFRL/CZ.

**1.2.7. AFRL Research Council.** The AFRL Research Council is responsible for serving as the AFRL Fellows Nomination Review Committee and for assisting AFRL/CZ with the final ranking of both AFRL Fellows nominees and AFRL Science and Engineering Early Career Award nominees.

## Chapter 2

### AFRL FELLOWS PROGRAM NOMINATION AND ASSESSMENT

**2.1. AFRL Fellows Nomination.** Any member of AFRL may suggest someone for consideration as an AFRL Fellow through the potential nominee's home TD/711 HPW.

**2.2. Each TD/711 HPW may:** Submit up to two nominees each year for the AFRL Fellows award based on the nomination information and eligibility criteria shown **Table 2.1** and will define the process by which it will consider candidates for nomination. The nominee's organization will complete the nomination package on their nominees based on the requirements specified in this instruction and in the official Call for Nominees.

2.2.1. If a TD/711 HPW submits two AFRL Fellows nominees, both are eligible for AFRL Fellows awards.

**Table 2.1. AFRL Fellows Nomination Information and Eligibility Criteria**

|  |  |
|--|--|
| Personnel Categories   | <ol style="list-style-type: none"> <li>1. Supervisor or Manager</li> <li>2. Program Manager</li> <li>3. Bench S&amp;E</li> <li>4. Support S&amp;E</li> <li>5. Plans and Programs S&amp;E</li> </ol>  |
| Nomination Categories  | <ol style="list-style-type: none"> <li>1. Research Achievements</li> <li>2. Technology Development and Transition Achievements</li> <li>3. Program and Organizational Leadership Achievements</li> </ol>   |
| Nomination Package Requirements<br>(see Attachment 2 for required formats) | <ul style="list-style-type: none"> <li>• TD/711 HPW Chief Scientist Impact Statement</li> <li>• Nomination Narrative</li> <li>• Summary Resume</li> <li>• External Endorsement Letters</li> <li>• One Paragraph Bios of External Endorsers</li> <li>• Official Photograph</li> <li>• Three-slide introductory presentation</li> <li>• Privacy Act Statement</li> </ul>   |
| Eligibility Criteria   | <ul style="list-style-type: none"> <li>• Military and government civilian S&amp;Es assigned to AFRL for the past three consecutive years and having at least seven years active Federal service. The seven years of active Federal service may include up to the allowable four years as an Intergovernmental Personnel Act (IPA) employee within AFRL. The work being recognized must have been performed at AFRL or its predecessor laboratories. All Professional Technical Staff (PTS) grade structures are eligible.</li> <li>• TD directors and chief scientists are only eligible for Fellows awards based on accomplishments prior to their appointments to these positions. <ul style="list-style-type: none"> <li>- A nominated Chief Scientist will not serve on that year's Fellows Review Committee.</li> <li>- An AFRL director must be nominated by another AFRL director.</li> </ul> </li> </ul> |

**2.3. AFRL Fellows Nomination Package.** The nomination package contents will be prepared in a common format specified in this instruction. The final nomination package will include the items shown below and will be assembled in the order shown into a single pdf file and saved with the file name "YYYY AFRL Fellow Nominee – nominee's name – nominees TD" (example: 2015 AFRL Fellow Nominee – John Doe – RX).

2.3.1. Chief Scientist Impact Statement. The nominee's TD/711 HPW chief scientist impact statement (two page maximum) shall not be a simple summary of the candidate's package but must be an assessment by the chief scientist of the impact of and context for the nominee's work. Use the U.S. Air Force official letter format, minimum 11 pt. font size. See example in Figure A2.1.

2.3.2. Nomination Narrative. The nomination narrative (four pages maximum with minimum 11 pt. font size) will address three of the assessment factors shown in Table 2.2. Two of the factors are mandatory based on the achievement category for which the person is being nominated. The third assessment factor is selected by the person submitting the nomination to best represent the nominee. See example in Figure A2.2 for required format.

**Table 2.2. AFRL Fellows Assessment Factors**

| Assessment Factors                 | Research Achievements | Technology Development and Transition Achievements | Program and Organizational Leadership Achievements |
|------------------------------------|-----------------------|--|--|
| Communications and Reporting       | Mandatory             | Mandatory  |  |
| R&D Business Development           |                       |  | Mandatory  |
| Technical Problem Solving          | Mandatory             |  |  |
| Technology Transition and Transfer |                       | Mandatory  |  |
| Corporate Resource Management      |                       |  | Mandatory  |

2.3.2.1. For nominations containing classified materials, the nominating organization will prepare an addendum (two pages maximum) to the nomination package classified at no higher than the SECRET level. Any addendum classified at or below SECRET will be provided to all cleared recommendation committee members. The nominating organization will ensure AFRL/CZ is aware of any nomination containing classified information at least 15 days prior to the due date for nominations.

2.3.3. Summary Resume. The nominee provides a brief, one-page summary resume (minimum 11 pt. font size). See example in Figure A2.3 for required format.

2.3.4. Endorsement Letters. Endorsement letters from sources external to AFRL (five letters maximum). The nominee should contact up to 10 people who do not currently work in AFRL to request endorsement letters. The nominee shall provide the complete mailing address, email address and telephone number for endorsers who agreed to provide a letter to the person responsible for preparing the nomination package. The TD/711 HPW Chief Scientist should send a letter to the potential endorsers requesting they provide an endorsement letter. This should be done as early as possible to allow adequate time for the endorsers to prepare the letter. See example endorser request letter in Figure A2.7.

2.3.5. Summary Bios of Endorsers. Provide a summary bio that indicates the qualifications of each person providing an endorsement letter (one paragraph each). See example in Figure A2.4 for required format.

2.3.6. Privacy Act Statement. See Figure A2.5.

2.3.7. Three-slide introductory presentation. See example at Figure A2.6 for required format.

2.3.8. Nominee's Photo. Official portrait photo with U.S. flag (color, minimum size 5" x 7" 300 dpi)

**2.4. Nominee Assessment and Award Selection.** AFRL Fellows nominees will be evaluated based on the assessment factors shown in the AFRL Fellows Nominee Assessment Sheet, Figure A3.1.

2.4.1. The AFRL Fellows Nominee Review Committee (AFRL Research Council) receives an introductory presentation on each Fellows nominee by the nominating TD/711 HPW Chief Scientist before independently evaluating the nominees using the AFRL Fellows Nominee Assessment Sheet, Figure A3.1.

2.4.1.1. The AFRL Research Council, as the primary members of the AFRL Fellows Nominee Review Committee, will assist AFRL/CZ in rank-ordering the nominees for presentation to AFRL/CC who will make the final selections.

2.4.1.1.1. The annual selection rate for AFRL Fellows normally will not exceed 0.2 percent of the total assigned professional technical staff (PTS) per year. In addition, total active Fellows will not exceed 4 percent of the PTS. If a TD/711 HPW submits two nominees, both are eligible to receive the award.

2.4.1.1.2. Current AFRL S&Es who were previously awarded Fellows status as a member of either Armstrong Laboratory, Wright Laboratory, Philips Laboratory, Rome Laboratory and Air Force Office of Scientific Research, and any Fellows of their predecessor organizations, are current Fellows of AFRL and will be tallied under the limiting quota for active AFRL Fellows.

2.4.1.1.3. Emeritus Fellows. Upon an honorable retirement, reassignment, or resignation, AFRL Fellows become AFRL Emeritus Fellows and will not be tallied under the limiting quota for active AFRL Fellows.

**2.5. Ceremony and Awards.** AFRL Fellows selectees are honored at a special ceremony each year. The names of all AFRL Fellows, by year inducted, are prominently displayed in the AFRL Headquarters building. Each new AFRL Fellow receives a medal and desk-top memento to highlight their Fellows status. They each also receive a two-year, \$300,000 (\$150,000 per year) research grant funded by their TD/711 HPW.

2.5.1. Fellows are also eligible for a Special Act or Service Award (civilian) or Scientific Achievement Award (military) in accordance with applicable Air Force directives and continue to receive consideration for other AFRL monetary and honorary awards.



### Chapter 3

## AFRL SCIENCE AND ENGINEERING EARLY CAREER AWARD NOMINATION AND ASSESSMENT

**3.1. AFRL Science and Engineering Early Career Award Nomination.** Any member of AFRL may suggest someone for consideration of an AFRL Science and Engineering Early Career Award through the potential nominee's home TD/711 HPW.

**3.2. Each TD/711 HPW:** May submit up to two nominees each year for the AFRL Science and Engineering Early Career Award based on the nomination information and eligibility criteria show Table 3.1 and will define the process by which it will consider candidates for AFRL Science and Engineering Early Career Award nomination. The nominee's organization will complete the nomination package on their nominees based on the requirements specified in this instruction and in the official Call for Nominees. A TD/711 HPW can have no more than one award per year.

**Table 3.1. AFRL Science and Engineering Early Career Award Nomination Information and Eligibility Criteria**

|  |  |
|--|--|
| Nomination Categories  | Bench S&E  |
| Achievement Categories   | Research   |
| Nomination Package Requirements<br>(see Attachment 2 for required formats) | <ul style="list-style-type: none"> <li>• Chief Scientist Impact Statement</li> <li>• AF Form 1206, <i>Nomination for Award</i></li> <li>• Current, Complete Curriculum Vitae</li> <li>• External Endorsement Letters</li> <li>• One Paragraph Bios of External Endorsers</li> <li>• Supervisor's Verification Letter</li> <li>• Privacy Act Statement</li> <li>• Citation</li> <li>• Three-slide introductory presentation</li> <li>• Official Photograph</li> </ul>   |
| Eligibility Criteria   | <ul style="list-style-type: none"> <li>• Military and government civilian S&amp;Es assigned to AFRL for at least two consecutive years that are within the onset of their research/engineering career (not specific, but normally within the first seven years) are eligible for the AFRL Science and Engineering Early Career Award. <ul style="list-style-type: none"> <li>- Actual eligibility of a candidate to meet the intent of the AFRL Science and Engineering Early Career Award must be determined by the TD/711 HPW Chief Scientist before the nominating organization starts developing a full nomination package. The candidate's supervisor must schedule a meeting with the TD/711 HPW Chief Scientist to review the candidate's curriculum vitae/resume. The TD/711 HPW Chief Scientist makes the determination of eligibility based on the intent of the program.</li> </ul> </li> </ul> |

**3.3. AFRL Science and Engineering Early Career Award Nomination Package.** The AFRL Science and Engineering Early Career Award nomination package contents will be prepared in a common format specified in this instruction. The final nomination package will include the items shown below and will be assembled in the order shown into a single pdf file and saved with the file name “YYYY AFRL Science and Engineering Early Career Award – nominee’s name – nominees TD” (example: 2015 AFRL Science and Engineering Early Career Award – John Doe – RX).

3.3.1. Chief Scientist Impact Statement. The nominee’s TD/711 HPW chief scientist impact statement (two page maximum) shall not be a simple summary of the candidate’s package but must be an assessment by the Chief Scientist of the impact of and context for the nominee’s work on the S&T community and the Air Force. Use the U.S. Air Force official letter format, minimum 11pt font size. See example in Figure A2.8.

3.3.2. Nomination Narrative. Use Air Force Form 1206, *Nomination for Award*, dated 26 Sep 12, limited to the two pages provided for the form in bullet format, single-spaced. An acronyms list is required at the end of the formal nomination. See example at Figure A2.9 for required format.

3.3.2.1. For nominations containing classified materials, the nominating organization will prepare an addendum (maximum two pages) to the nomination package classified at the SECRET level. Any addendum classified at or below SECRET will be provided to all cleared recommendation committee members. The nominating organization will ensure AFRL/CZ is aware of any nomination containing classified information at least 15 days prior to the due date for nominations.

3.3.3. Curriculum Vitae. Nominee’s current and complete curriculum vitae (no specified format) including a list of publications, patents, professional and educational experiences, and other documented contributions.

3.3.4. Endorsement Letters. Endorsement letters from sources external to AFRL (minimum of three, maximum of five). The nominee should contact people who do not currently work in AFRL to ask if they are willing to provide an endorsement letter. The nominee shall provide the complete mailing address, email address and telephone number for endorsers who agreed to provide a letter to the person responsible for preparing the nomination package. The TD/711 HPW Chief Scientist should send a letter to the potential endorsers requesting they provide an endorsement letter. This should be done as early as possible to allow adequate time for the endorsers to prepare the letter. See example endorser request letter in Figure A2.13.

3.3.5. Summary Bios of Endorsers. Summary bio of the qualifications of each person providing an endorsement letter (one paragraph each). See example in Figure A2.12 for required format.

3.3.6. Verification Letter. Use U.S. Air Force official letter format. See example in Figure A2.10.

3.3.7. Privacy Act Statement. See Figure A2.11

3.3.8. Three-slide introductory presentation. See example in Figure A2.14 for required format.

3.3.9. Citation. The citation must be a word document, single spaced, 12 pitch font, with 1 inch left and right margins, landscape format, and limited to 11 lines. See example in Figure A2.15 for required format.

3.3.10. Photo. Official portrait photo with U.S. flag (digital minimum 300 dpi, color, minimum size 5" x 7")

**3.4. Nominee Assessment and Selection.** AFRL Science and Engineering Early Career Award nominees will be evaluated based on the assessment factors shown in the AFRL Science and Engineering Early Career Award Nominee Assessment Sheet in Figure A3.2.

3.4.1. Award Selection. The AFRL Science and Engineering Early Career Award Nominee Review Committee will independently evaluate the nominees using the AFRL Science and Engineering Early Career Award Nominee Assessment Sheet. The results of the Committee's assessment will provide a rank-ordered list of all nominees to AFRL/CZ.

3.4.1.1. The TD/711 HPW Chief Scientists of the top six nominees identified by the Nominee Review Committee will give a three-slide presentation on their nominee to the AFRL Research Council.

3.4.1.2. AFRL/CZ, with the assistance of the AFRL Research Council, will decide the final nominees to be presented to AFRL/CC who will make the final selections for up to four awards.

3.4.1.2.1. No more than one Science and Engineering Early Career Award per year will be allowed for a TD/711 HPW.

**3.5. Ceremony and Awards.** AFRL Science and Engineering Early Career Award selectees are honored at a special ceremony each year. Each new AFRL Science and Engineering Early Career Award selectee receives a special memento signifying their selection and a three-year, \$300,000 (\$100,000 per year) research grant funded by a 50/50 split between the Air Force Office of Scientific Research and the awardee's TD/711 HPW.

THOMAS J. MASIELLO, Major General, USAF  
Commander

**Attachment 1****GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 30 July 2012

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*, 26 Sep 2012

## AFRL FELLOWS AND EARLY CAREER AWARD NOMINATION FORMATS

**Figure A2.1. Example Chief Scientist Impact Statement (maximum 2 pages, 11 pt. type min). Use official Air Force letter format.**

[illegible]

**Figure A2.2. Example AFRL Fellows Nomination Write-Up (maximum four pages, total, 11 pt. font min)**

|   |  |
|---|--|
| <b>YYYY AFRL Fellows Nomination</b>   |  |
| <b>Name:</b> I. M. Technowhiz <b>Directorate:</b> Directed Propulsion   |  |
| <b>Years at AF Laboratory:</b> 7  | <b>Organization:</b> AFRL/XYZQ                   |
| <b>Total years Federal Service:</b> 22  | <b>Nomination Category:</b> Research Achievement |
| <b>Communications/Reporting:</b> Ms. Technowhiz has published an incredible number of significant journal articles during her 22-year career at AFRL and its predecessor organizations. These have included landmark articles on the significance of rocket fuel viscosity variations caused by temperature changes and the resulting impact on rocket efficiency. For 80 percent of these peer-reviewed journal articles, Ms. Technowhiz was the sole or lead author and the primary architect of the underlying concepts. In addition to this wonderful stuff, she also made over 200 technical presentations to international professional society meetings, laboratory technical management, and congressional staff personnel (11 pt. font). |  |
| <b>Technical Problem Solving:</b> Write-up here.  |  |
| <b>Technology Transition/Technology Transfer:</b> Write-up here.  |  |

Figure A2.3. Example AFRL Fellow Summary Resume (maximum one page; 11 pt. font)

| YYYY AFRL Fellows Nominee   |   |
|---|---|
| <b>Name:</b> I. M. Technowhiz   | <b>Directorate:</b> Directed Propulsion |
| <b>Years at AF laboratory:</b> 7  | <b>Organization:</b> AFRL/XYZQ          |
| <b>Education:</b> B.S. (Physics) 1965, Rocketboom College, AR<br>M.S. (Psionics) 1968, Knowall University, AL<br>Ph.D. (Flowonics) 1974, Oozeman University, UK   |   |
| <b>Work history/accomplishments:</b> My career with the AF laboratory system began in 1980 as a data collector in the Liquid Rocket Fuel Viscosity Branch of the Rocket Science Laboratory. I have served as team leader, branch chief, and chief technical advisor to the commander. I developed the process to remotely determine the viscosity of highly flammable rocket fuel, using psionic detectors, which has become a standard procedure in the rocket science business (see US Patent 4, xyz, abc below). I have done all sorts of other wondrous stuff that was published, presented, and transitioned to operational weapons systems. During my career I have earned 54 patents and published 89 journal articles, technical reports, and proceedings (see partial listing in attachments). |   |
| <b>External Recognitions and Awards:</b><br>1987 ZOOM award from the Rocket Boosters of America Society<br>1992 Ooze award from the International Society for Viscosity Understanding<br>1995 Wunderbar award from the Von Braun Society  |   |
| <b>Professional Society Membership (and level):</b><br>Rocket Boosters of America Society (Sr Member)<br>International Society for Viscosity Understanding (past president - 1984)<br>Von Braun Society (Fellows - 1994)<br>American Society for Rocket Poetics (Fellows - 1997)  |   |
| Attachments for listing of patents and principal publications:  |   |
| <b>Attachment 1: Major Patents:</b><br>I. M. Technowhiz and A. A. Goodscience (1987) US Patent 4, xyz, abc. "Technique and device to measure flammable rocket fuel viscosity" 12 Mar 1987.<br>I. M. Technowhiz (1996) US Patent 5, BBC, PDQ. "Faster method of measuring rocket fuel viscosity" 19 May 1996.  |   |
| <b>Attachment 2: Major Publications:</b><br>Technowhiz, I. M. (1994) "Rocket fuel and viscosity measurement: a hot story" J. Rocket Sci, Vol 2, No. 4 pp345-356. Technowhiz, I. M. and Goo, B. A. (1995) "Viscosity of rocket fuel as an indicator of rocket booster success" J. Visc. Sci., Vol 1, No. 3 pp 267-280.   |   |

**Figure A2.4. Example AFRL Fellows Summary Bios of the Qualifications of External Endorsers**

|  |
|--|
| <p style="text-align: center;">QUALIFICATION SUMMARY OF ENDORSEMENT LETTER RESPONDENTS<br/>FOR<br/>AFRL FELLOW NOMINEE (ENTER NOMINEE'S NAME)</p> <p><b>Dr. XXXXX</b> is a project manager at the Air Force Combat Simulation Centre (FLSC), Division of Information Systems, Swedish Defence Research Agency (FOI). Dr. Scientist conducts research focusing on human performance measurement, warfighter training, statistical modeling of human behavior, and utilization of simulators. Since 2005 he has been very active in the bilateral project agreement International Mission Training Research (IMTR) between AFRL and FOI. He is Sweden's representative to the NATO RTO Human Factors and Medicine Panel (NATO RTO HFM). He is also a governmental expert in the Swedish delegation to the European Defence Agency (EDA). He has been employed at FOI since 1998 and defended his doctoral thesis at the University of Linköping, Sweden, in 2009.</p> <p><b>Dr. XXXXX</b> is Director, Bio Systems, Office of the Director of Defense Research and Engineering. He is responsible for coordination and oversight of the DoD's biomedical, human systems, training, counterterrorism and environmental quality science and technology programs. He is also responsible for oversight of the Department's animal and human use regulatory affairs programs. Prior to assuming his duties, Dr. XXXXX was the Chief Scientist (Medical Systems Integration) for the Commanding General, U.S. Army Medical Research and Materiel Command. He holds a Ph.D. in neuroscience and psychology from Duke University and a B.A. in psychology from the University of Virginia. His professional scientific background includes neuroscience (anatomy and neurophysiology), toxicology, and human sensory system psychology.</p> <p><b>Gen (Ret) XXXXX</b> retired from the United States Air Force in November 2005. From September 2001 through November 2005, General XXX was Chief of Staff of the United States Air Force, serving as the senior uniformed Air Force officer responsible for the organization, training and equipping of active-duty, guard, reserve and civilian forces serving in the United States and overseas. As a member of the Joint Chiefs of Staff, General XXXX functioned as a military advisor to the Secretary of Defense, National Security Council and the President. General XXXXX is also a member of the boards of directors of Science Applications International Corporation, Goodrich Corporation, Jacobs Engineering Group Inc., TechTeam Global, Inc. and Somanetics Corporation.</p> <p><b>Dr. XXXXXX</b> is Chief Scientist of Aspiring Science Incorporated, a company specializing in understanding, assessing, and maximizing human performance in today's complex sociotechnical systems. Her 25-year career spans a broad range of accomplishments in simulation-based training, human-machine interaction, and user-centered system design. Her current research focuses on methods to increase the effectiveness of simulation-based training by linking training objectives to scenario design elements and performance measures. Dr. XXXX holds a Ph.D. in Cognitive Psychology from Harvard University. She is currently a member of the Editorial Board of the Journal of Cognitive Engineering and Decision Making, and is Associate Editor for Cognitive Systems Engineering for the on-line journal Cognitive Technology.</p> <p><b>Ms. XXXXX</b> is the Principal Psychologist and Study Leader with the United Kingdom Defence Science and Technology Laboratory, Analysis Experimentation and Simulation Group. She is the technical leader for Mission Training via Distributed Simulation. She has lead the design, coordination and analysis of networked simulation trials involving front-line aircrew, development of performance metrics and production of User Requirement Documents for the MoD-sponsored synthetic collective training experiments. Ms XXXXX has also conducted research into simulation assessment for ground crew training</p> |
|--|



Figure A2.5. Privacy Act Statement

| PRIVACY ACT STATEMENT   |                      |
|---|----------------------|
| <p><b>AUTHORITY:</b> Solicitation of personal information for USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (USC), Section 552a, and published in title 32, Code of Federal Regulations (CFR), Section 806b), and is authorized by federal statutes (5 USC 301 and 10 USC 8012).</p> <p><b>PURPOSE:</b> The principal purpose for the information's use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.</p> <p><b>ROUTINE USES:</b> Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.</p> |                      |
| <hr/>   |                      |
| <p>I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD.</p>   |                      |
| <p><b>Type Name of Award:</b> Air Force Research Laboratory Fellows Award</p>   |                      |
| <hr/>   | <hr/>                |
| Type or Print Nominee's Name  | Signature of Nominee |
| <hr/>   |                      |
| Date  |                      |

| <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="margin: 0;">FOR OFFICIAL USE ONLY</p> <h2 style="margin: 0;">2015 AFRL Fellows Nomination</h2> </div> </div>  |   |
|---|---|
| <p>Name: _____</p> <p>Office Symbol: _____</p> <p>S&amp;E Category: _____</p> <p>Achievement Category: _____</p> <p>Years at AFRL: _____</p> <p>Years of Federal Service: _____</p> <div style="border: 1px solid black; height: 150px; margin-top: 20px; display: flex; align-items: center; justify-content: center;"> <p><i>Nominee's Photo</i></p> </div>   | <ul style="list-style-type: none"> <li>Bullets summarizing career</li> </ul> <div style="border: 1px solid black; height: 150px; margin-top: 20px; display: flex; align-items: center; justify-content: center;"> <p><i>Letters of Support</i></p> </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="margin: 0;">FOR OFFICIAL USE ONLY</p> <h2 style="margin: 0;">Accomplishments &amp; Contributions to the Technical Community</h2> </div> </div> <div style="border: 1px solid black; height: 200px; margin-top: 10px; display: flex; align-items: flex-start; padding: 10px;"> <ul style="list-style-type: none"> <li>XX               <ul style="list-style-type: none"> <li>– XX</li> <li>– XX</li> </ul> </li> </ul> </div> |   |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="margin: 0;">FOR OFFICIAL USE ONLY</p> <h2 style="margin: 0;">Impact to Air Force/DoD</h2> </div> </div> <div style="border: 1px solid black; height: 200px; margin-top: 10px; display: flex; align-items: flex-start; padding: 10px;"> <ul style="list-style-type: none"> <li>XX               <ul style="list-style-type: none"> <li>– XX</li> <li>– XX</li> </ul> </li> </ul> </div>  |   |

**Figure A2.7. Example Letter for Requesting Nominee Endorsement Letters**

Use official AFRL Air Force Letterhead in unofficial format

TD Symbol  
TD Street Address  
Base, State, Zip

Dr. XXXXXXXX  
Soaring Technologies Incorporated  
2626 Roberds Avenue  
Somewhere VA 22180

Dear Dr. XXXXXXXX

As Chief Scientist of the Air Force Research Laboratory's (AFRL) (enter Directorate name), I am enthusiastically supporting the nomination of Dr. XXXXXXXXXXXX, a (enter duty title) in our (enter Division) for the distinguished title of AFRL Fellow. He/She gave me your name as one who might be willing to provide a letter of support for his/her selection.

The AFRL Fellow title is bestowed to only 0.2% of the professional technical staff of the Laboratory in any given year and the total number of active AFRL Fellows must be less than 4% of our total S&E staff. Thus, this distinguished title is commensurate with a Fellowship in the leading professional societies and is conferred only after very careful consideration by a team consisting of all AFRL Chief Scientists.

If you can provide a letter of support, I ask that you address the impact of Dr. XXXXXXXX's work on the Department of Defense, the state-of-the-art, professional practices and standards, national policy, and/or other technically significant factors. Please also estimate his/her relative standing in comparison with other such persons known to you in the following manner: "I consider Dr. XXXXXX to be in the top \_% of all the comparable persons known to me." Please also state the nature of your knowledge of and relationship to Dr. XXXXXXXX. Any other comments that you can make to support of his/her nomination are very welcome.

In order to support Dr. XXXXXXXX/s nomination, I will need your letter of support by enter date. Please provide a scanned color copy of your signed letter to XXXXXXXXX in my office at [xxxxxx.xxxx@us.af.mil](mailto:xxxxxx.xxxx@us.af.mil). If you have questions, please contact Mr./Ms. XXXXXXXX by email or at (enter commercial telephone number). Thank you for considering my request.

Sincerely,

NAME, GRADE, PhD  
Chief Scientist  
(enter Directorate name)

Enclosure: Dr. XXXXXXXXX CV

**A2.2. AFRL Science and Engineering Early Career Award.** The formats shown in Figures A2.8 thru A2.15 will be used to submit nominations.






Figure A2.9. Example Air Force Form 1206, Nomination for Award

| NOMINATION FOR AWARD  |  |   |
|---|--|---|
| AWARD<br>AFRL S&E Early Career Award  | CATEGORY (If Applicable)<br>Individual   | AWARD PERIOD<br>17 Sep 2007 - 27 Feb 2014 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)<br>DR-II/Dr. [REDACTED]  |  | MAJCOM, FOA, OR DRU<br>AFMC               |
| DAFSC/DUTY TITLE<br>DR-0180/Research Psychologist   | NOMINEE'S TELEPHONE (DSN & Commercial)<br>DSN [REDACTED]; CML (937) [REDACTED] |   |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE<br>711 HPW/RH [REDACTED], Bldg 852, 2620 Q Street, WPAFB, OH 45433-7955   |  |   |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)<br>MGen Thomas J. Masiello, Commander, AFRL/DSN 674-9000, Commercial (937) 904-9000   |  |   |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)   |  |   |
| <p>RESEARCH ACHIEVEMENTS:</p> <ul style="list-style-type: none"> <li>- Hard-charging AF S&amp;E! Developed first-ever Predictive Performance Optimizer; revolutionizes AF training!</li> <li>- Patent #61/387,031 awarded for PPO! Improves warfighter effectiveness with predictive training prescription; optimizes AF training resources &amp; provides personalized training when needed; potential savings &gt;\$100M/yr!</li> <li>- Licensed PPO to AHA/Laerdal to be integrated with tailored CPR refresher training around individual needs             <ul style="list-style-type: none"> <li>-- World-wide tech transfer producing a minimum \$85K/5yr in royalties; leveraging industry to mature product</li> </ul> </li> <li>- Established CRADA with AHA/Laerdal for nationwide multi-site empirical study of CPR skills refresher training--validates PPO predictions/prescriptions; brings \$250K external funding--huge impact in austere times</li> <li>- Applied PPO to virtual reality laparoscopy surgical training; finely tracking surgical skill acquisition &amp; decay             <ul style="list-style-type: none"> <li>-- Produced highly correlated predictive prescription for surgical performance 6 months later--validating PPO</li> <li>-- Results published at International Medical Simulation in Healthcare Conf; &gt;1000 peers learning about PPO</li> </ul> </li> <li>- In conjunction w/MAJCOM Safety, ID'd five critical gaps in clinical knowledge / skills of flight nurses in field             <ul style="list-style-type: none"> <li>-- PPO mitigates risk from deficiencies by ID'ing optimal training intervals; assures consistent msn readiness!</li> </ul> </li> <li>- Established strong working partnership w/18 AES, Kadena AB to extend PPO technology directly to field use</li> <li>- Novel 3-way collaboration w/RH/USAFSAM/18 AES; bridges flight nurse training from schoolhouse to field             <ul style="list-style-type: none"> <li>-- Research study to ID specific skill gaps between schoolhouse &amp; field--up to 3x boost to clinical competency</li> <li>-- Leveraging \$25K IMA-clinical nurse SME--360 hours for gap analyses to inform training scenario creation</li> </ul> </li> <li>- Networked w/ 88 MDG Chief Nurse to use PPO to enhance patient safety at the Wright-Patt Medical Center             <ul style="list-style-type: none"> <li>-- Applying PPO to optimize re-training intervals for nurses &amp; floor staff; mitigates inpatient falls/injuries</li> </ul> </li> <li>- Hosted joint technical interchange w/4 O-6s, 6 MDs from 88 MDG, USAFSAM, WSU Flight Nurse Program for strategic collaborations across wide range of training rsch--made partnerships for further PPO transitions</li> <li>- Leading joint effort with USAFSAM to enhance CCATT simulator training--bridges gaps from school to field</li> <li>- Conducting \$474K rsch pgm; maps PPO to human learning/forgetting--validates model for complex AF training             <ul style="list-style-type: none"> <li>-- Contributes to scientific community, filling literature gaps with empirical data; advances training technology</li> <li>-- Novel use of adaptive design optimization to compare and analyze models; ensures best fit to human data</li> </ul> </li> <li>- Piloted a hemodynamics simulation using ER nurses at Bethesda North; developed objective performance measures in a complex medical simulation--revealed yet another use for predictive performance optimization!</li> <li>- Appointed WSU adjunct faculty; socializes PPO with academia; supports dissertation of 88 MDG collaborator</li> <li>- Going above &amp; beyond! Personally spent 250+ hours w/nursing training to gain critical subject matter expertise             <ul style="list-style-type: none"> <li>-- Spent 50+ hours in USAFSAM flight nurse FTU to understand msn req'ts--ensuring high quality rsch designs</li> <li>-- 200+ hours more w/USAFSAM flight nursing courses/SME's; gained critical subject domain knowledge</li> <li>-- Job-shadowed ER nurses at Bethesda North Hospital for 14 days--gaining critical clinical knowledge/skill sets to assess whether that knowledge could be tied to performance skills in a med simulation environment</li> </ul> </li> <li>- Designed empirical study for primary trauma assessment in simulation--seeding a PPO transition to STARS-P</li> <li>- Coauthored paper to ICCM detailing combined RHC-WSU-RHA effort to extend PPO to capture performance boosts under noninvasive electrical brain stimulation--PPO predicts optimal timing for future stimulations</li> <li>- Designed other experiments to find relationship between sleep &amp; fatigue &amp; their effects on learning / forgetting             <ul style="list-style-type: none"> <li>-- Led to AFOSR grant ; results validating data for future extensions to PPO to account for the effects of fatigue</li> </ul> </li> <li>- Training testbed rsch discovery changed 10yr, 16TB tactical combat performance database; improved usability</li> <li>- 2x improvement in helicopter flight engineer training for AETC; report outlined 8 ways to reduce wash out rate</li> <li>- Founder &amp; leader of international Behavioral Representation in Modeling &amp; Simulation Society (2009-2014)</li> <li>- Award winning work on cognitive aging; finely modeled older adult performance; accounts for changes w/age</li> </ul> |  |   |

| NOMINATION FOR AWARD   |  |
|--|--|
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)   |  |
| <p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)</p> <ul style="list-style-type: none"> <li>- Won Arnold M. Small Memorial Award for Outstanding Paper; Human Factors &amp; Ergonomics Society, 2007</li> <li>- Awarded Best "Ergonomics in Design" Article published by Human Factors &amp; Ergonomics Society, 2008</li> <li>- Lauded by the American Psychological Association with win of world class New Investigator Award, 2008</li> <li>- Received the highly prestigious ICCM Siegel-Wolf Award for Best Applied Paper (runner up), 2010</li> <li>- 2x lauded as world class in training for PPO at I/ITSEC! Best Paper Overall-2006; Best Paper In Track-2009</li> <li>- Received \$25K 711 HPW Chief Scientist Seedling Award extending PPO rsch into neurobiology, 2011-2012</li> <li>- Recognized as the 711 HPW Warfighter Readiness Research Division Civilian of the Quarter, Fall 2013</li> <li>- Winner of the 711th Human Performance Wing David M. Clark Technology Transition Award, 2013</li> <li>- 2-time Science Fair Judge (2010/2013); promoted S&amp;T for &gt;100 students; cultivates future S&amp;E workforce</li> <li>- Exceptional young S&amp;E does it all! Basic rsch, collaboration, tech maturation, direct transition and transfer!</li> <li>-- Work is game changer for training; potential for &gt;\$1B in savings over next decade; bright future with AFRL!</li> </ul> <p>ACRONYMS/ABBREVIATIONS:</p> <p>18 AES - 18th Aeromedical Evacuation Squadron</p> <p>88 MDG - 88th Medical Group</p> <p>AB - Air Base</p> <p>AE - Aeromedical Evacuation</p> <p>AETC - Air Education &amp; Training Command</p> <p>AF / AFRL - Air Force / Air Force Research Laboratory</p> <p>AHA/Laerdal - American Heart Association &amp; Laerdal Corporation Strategic Alliance</p> <p>Bethesda North (Hospital) - renowned local Tier-1 critical cardiac care facility</p> <p>CCATT - Critical Care Aeromedical Transport Team</p> <p>CPR - Cardio-Pulmonary Resuscitation</p> <p>Conf - Conference</p> <p>CRADA - Cooperative Research And Development Agreement</p> <p>ER - Emergency Room</p> <p>FTU - Formal Training Unit</p> <p>ICCM - International Conference on Cognitive Modeling</p> <p>ID / ID'd - Identify / Identified</p> <p>I/ITSEC - Interservice/Industry Training, Simulation &amp; Education Conference (worldwide scope)</p> <p>IMA - Individual Mobilization Augmentee</p> <p>msn - mission</p> <p>pgm - program</p> <p>PhD - Doctor of Philosophy degree</p> <p>PI - Principal Investigator</p> <p>PPO - Predictive Performance Optimizer</p> <p>req'ts - requirements</p> <p>rsch - research</p> <p>RH - Human Effectiveness Directorate (org symbol)</p> <p>RHA / RHC - Warfighter Readiness Research Division / Warfighter Interface Division (org symbols)</p> <p>S&amp;E / S&amp;T - Scientist(s) and Engineer(s) / Science and Technology</p> <p>SME - Subject Matter Expert</p> <p>STARS-P - Sustainment of Trauma and Resuscitation Skills - Program (maintains critical wartime skills)</p> <p>TB - terabyte (1,000,000,000,000 bytes)</p> <p>tech - technology</p> <p>USAFSAM - United States Air Force School of Aerospace Medicine</p> <p>WSU - Wright State University</p> <p>w/ - with</p> <p>yr - year</p> |  |



Figure A2.10. Example Verification Letter

|   |   |
|---|---|
|    | <p>DEPARTMENT OF THE AIR FORCE<br/>AIR FORCE RESEARCH LABORATORY<br/>WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433</p> |
| <p>Date</p>   |   |
| <p>MEMORANDUM FOR AFRL/CZ<br/>FROM: AFRL/(Your Address)<br/>SUBJECT: Verification Letter – (Name of Nominee)</p>  |   |
| <p>1. I certify that the official records of the nominee, during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information, or, action is not pending, that reflects unfavorably on the exemplary performance deserving recognition.</p> <p>2. If you have any questions or need further information concerning this award, please contact the undersigned at XXXXX.</p> |   |
| <p>SUPERVISOR'S SIGNATURE BLOCK</p>   |   |
| <p>Attachment:<br/>Privacy Act Statement</p>  |   |

**Figure A2.11. Privacy Act Statement.**

| PRIVACY ACT STATEMENT   |                      |
|---|----------------------|
| <p>AUTHORITY: Solicitation of personal information for USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (USC), Section 552a, and published in title 32, Code of Federal Regulations (CFR), Section 806b), and is authorized by federal statutes (5 USC 301 and 10 USC 8012).</p> <p>PURPOSE: The principal purpose for the information's use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.</p> <p>ROUTINE USES: Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.</p> <p>DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.</p> |                      |
| <hr/>   |                      |
| <p>I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD.</p>   |                      |
| <p><b>Type Name of Award:</b> Air Force Research Laboratory Science and Engineering Early Career Award</p>  |                      |
| <hr/>   | <hr/>                |
| Type or Print Nominee's Name  | Signature of Nominee |
| <hr/>   |                      |
| Date  |                      |



**Figure A2.12. Example AFRL Science and Engineering Early Career Award Summary Bios of the Qualifications of External Endorsers**

|  |
|--|
| <p style="text-align: center;">QUALIFICATION SUMMARY OF ENDORSEMENT LETTER RESPONDENTS<br/>FOR<br/>AFRL SCIENCE AND ENGINEERING AWARD NOMINEE (ENTER NOMINEE'S NAME)</p> <p><b>Dr. XXXXX</b> is a project manager at the Air Force Combat Simulation Centre (FLSC), Division of Information Systems, Swedish Defence Research Agency (FOI). Dr. Scientist conducts research focusing on human performance measurement, warfighter training, statistical modeling of human behavior, and utilization of simulators. Since 2005 he has been very active in the bilateral project agreement International Mission Training Research (IMTR) between AFRL and FOI. He is Sweden's representative to the NATO RTO Human Factors and Medicine Panel (NATO RTO HFM). He is also a governmental expert in the Swedish delegation to the European Defence Agency (EDA). He has been employed at FOI since 1998 and defended his doctoral thesis at the University of Linköping, Sweden, in 2009.</p> <p><b>Dr. XXXXX</b> is Director, Bio Systems, Office of the Director of Defense Research and Engineering. He is responsible for coordination and oversight of the DoD's biomedical, human systems, training, counterterrorism and environmental quality science and technology programs. He is also responsible for oversight of the Department's animal and human use regulatory affairs programs. Prior to assuming his duties, Dr. XXXXX was the Chief Scientist (Medical Systems Integration) for the Commanding General, U.S. Army Medical Research and Materiel Command. He holds a Ph.D. in neuroscience and psychology from Duke University and a B.A. in psychology from the University of Virginia. His professional scientific background includes neuroscience (anatomy and neurophysiology), toxicology, and human sensory system psychology.</p> <p><b>Gen (Ret) XXXXX</b> retired from the United States Air Force in November 2005. From September 2001 through November 2005, General XXXX was Chief of Staff of the United States Air Force, serving as the senior uniformed Air Force officer responsible for the organization, training and equipping of active-duty, guard, reserve and civilian forces serving in the United States and overseas. As a member of the Joint Chiefs of Staff, General XXXX functioned as a military advisor to the Secretary of Defense, National Security Council and the President. General XXXXX is also a member of the boards of directors of Science Applications International Corporation, Goodrich Corporation, Jacobs Engineering Group Inc., TechTeam Global, Inc. and Somanetics Corporation.</p> <p><b>Dr. XXXXXX</b> is Chief Scientist of Aspiring Science Incorporated, a company specializing in understanding, assessing, and maximizing human performance in today's complex sociotechnical systems. Her 25-year career spans a broad range of accomplishments in simulation-based training, human-machine interaction, and user-centered system design. Her current research focuses on methods to increase the effectiveness of simulation-based training by linking training objectives to scenario design elements and performance measures. Dr. XXXXX holds a Ph.D. in Cognitive Psychology from Harvard University. She is currently a member of the Editorial Board of the Journal of Cognitive Engineering and Decision Making, and is Associate Editor for Cognitive Systems Engineering for the on-line journal Cognitive Technology.</p> <p><b>Ms. XXXXX</b> is the Principal Psychologist and Study Leader with the United Kingdom Defence Science and Technology Laboratory, Analysis Experimentation and Simulation Group. She is the technical leader for Mission Training via Distributed Simulation. She has lead the design, coordination and analysis of networked simulation trials involving front-line aircrew, development of performance metrics and production of User Requirement Documents for the MoD-sponsored synthetic collective training experiments. Ms XXXXX has also conducted research into simulation assessment for ground crew Training.</p> |
|--|

**Figure A2.13. Example Letter for Requesting Nominee Endorsement Letters**

Use official AFRL Air Force Letterhead in unofficial letter format

TD Symbol  
TD Street Address  
Base, State, Zip

Dr. XXXXXXXXX  
Soaring Technologies Incorporated  
2626 Roberds Avenue  
Somewhere VA 22180

Dear Dr. XXXXXXXXX

As Chief Scientist of the Air Force Research Laboratory's (AFRL) (enter Directorate name), I am enthusiastically supporting the nomination of Dr. XXXXXXXXXXXX, a (enter duty title) in our (enter Division) for the AFRL Science and Engineering Early Career Award. He/She gave me your name as one who might be willing to provide a letter of support for his/her selection.

If you can provide a letter of support, I ask that you address the impact of Dr. XXXXXXXX's work on the Department of Defense, the state-of-the-art, professional practices and standards, national policy, and/or other technically significant factors. Please also estimate his/her relative standing in comparison with other such persons known to you in the following manner: "I consider Dr. XXXXXX to be in the top \_% of all the comparable persons known to me." Please also state the nature of your knowledge of and relationship to Dr. XXXXXXXX. Any other comments that you can make to support of his/her nomination are very welcome.

In order to support Dr. XXXXXXXX/s nomination, I will need your letter of support by enter date. Please provide a scanned color copy of your signed letter to XXXXXXXXX in my office at [xxxxxx.xxxx@us.af.mil](mailto:xxxxxx.xxxx@us.af.mil). If you have questions, please contact Mr./Ms. XXXXXXXX by email or at (enter commercial telephone number). Thank you for considering my request.

Sincerely,

NAME, GRADE, PHD  
Chief Scientist  
(enter Directorate name)

Enclosure: Dr. XXXXXXXXX CV

| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p style="margin: 0;">2015 AFRL Early Career Award</p> <p style="margin: 0;">Nomination</p> </div> </div>   |  |
|---|--|
| <p>Name: _____</p> <p>Office Symbol: _____</p> <p>S&amp;E Category: _____</p> <p>Achievement Category: _____</p> <p>Years at AFRL: _____</p> <p>Years of Federal Service: _____</p> <div style="border: 1px solid black; height: 100px; margin-top: 20px; display: flex; align-items: center; justify-content: center;"> <p>Nominee's Photo</p> </div>  | <div style="border: 1px solid black; height: 150px; margin-bottom: 10px;"> <p style="margin-top: 10px;">• Bullets summarizing career</p> </div> <div style="border: 1px solid black; height: 100px;"> <p style="margin-top: 10px;">Letters of Support</p> <p><i>Author Letter 1</i></p> <p><i>Author Letter 2</i></p> <p><i>Author Letter 3</i></p> <p><i>Author Letter 4</i></p> <p><i>Author Letter 5</i></p> </div> |
| <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 2px solid blue; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="text-align: center;"> <p style="margin: 0;">Accomplishments &amp; Contributions<br/>to the Technical Community</p> </div> </div> </div> <div style="border: 1px solid black; height: 300px; padding: 10px;"> <p>• XX</p> <p style="margin-left: 20px;">– XX</p> <p style="margin-left: 20px;">– XX</p> </div> |  |
| 2   |  |
| <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 2px solid blue; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="text-align: center;"> <p style="margin: 0;">Impact to Air Force/DoD</p> </div> </div> </div> <div style="border: 1px solid black; height: 300px; padding: 10px;"> <p>• XX</p> <p style="margin-left: 20px;">– XX</p> <p style="margin-left: 20px;">– XX</p> </div>  |  |
| 3   |  |

**Figure A2.15. Example Citation for AFRL Science and Engineering Early Career Award**

CITATION TO ACCOMPANY THE AWARD OF THE AIR FORCE RESEARCH LABORATORY  
SCIENCE AND ENGINEERING EARLY CAREER AWARD  
TO  
XXXXXXXXXXXXXXXXXXXX

Dr. XXXXXXXXX distinguished himself/herself as (enter duty title), (enter Branch name), (enter Division name), (enter Directorate name), Air Force Research Laboratory, (enter Base name and State). Dr. XXXXXXX is an extraordinary scientist, developing several research programs focused on the investigation of advanced multi-modal displays to improve human performance. For example, the network-centric audio awareness research program seeks to enhance operators' ability to manage and interact with multiple communication channels from different mediums to make effective decisions. Dr. XXXXXXX has been central to the design and development of a state-of-the-art multi-modal communication management suite. Dr. XXXXXXX is also leading the development of spatial auditory displays to increase situation awareness and decision-making effectiveness for dismounted soldiers. Dr. XXXXXXX is a prolific writer and mentor as well. As such, his/her publication record and works of his/her students speak to his/her diverse contribution to human performance research. The distinctive accomplishments of Dr. XXXXXXX reflect great credit upon himself/herself and the United States Air Force.

## Attachment 3

## AFRL FELLOWS NOMINEE ASSESSMENT SHEETS

Figure A3.1. AFRL Fellows Nominee Assessment Sheet – Page 1 of 2

|                                     |  |  |   |              |
|-------------------------------------|--|--|---|--------------|
| Nominee's Name                      |  | Personnel Category: <input type="checkbox"/> Supervisor or Manager <input type="checkbox"/> Program Manager <input type="checkbox"/> Bench S&E<br><input type="checkbox"/> Support S&E <input type="checkbox"/> Plans and Programs S&E |   |              |
|                                     |  | Nomination Category: <input type="checkbox"/> Research <input type="checkbox"/> Tech Development & Transition <input type="checkbox"/> Prgm & Organizational Leadership  |   |              |
| Scoring Factor                      | Good   | Outstanding  | Exceptional   | Score        |
| Communications and Reporting        | 4. Writes or is Major Contributing Author for (refereed) Journal Papers                      | 8. Lead Author on Major Scientific (refereed) Journal Papers   | 13. Lead or Sole Author on Recognized Landmark Journal (refereed) Paper                     |              |
|                                     | 5. Writes or is Major Contributing Author for Technical Reports                              | 9. Lead Author for Numerous Important Reports  | 14. Lead or Sole Author for Major National Study Report                                     |              |
|                                     | 6. Effective Preparation and Briefing on Multiple Programs or Subjects                       | 10. Prepares and briefs important programs or subjects   | 15. Inventions, Disclosures & Patents with national impact                                  |              |
|                                     | 7. Prepares and Delivers Briefings & Presentations to Scientific and/or Government Audiences | 11. Nationally recognized speaker as subject matter expert   | 16. Internationally recognized speaker as subject matter expert                             |              |
|                                     |  | 12. Briefs high level agency or laboratory leadership  | 17. Briefs national leadership  |              |
| Research – Mandatory                |  | 0-7 points   | 8-14 points   | 15-20 points |
| Tech Dev & Transition – Mandatory   |  | 0-7 points   | 8-14 points   | 15-20 points |
| Prgm & Org Leadership               |  | 0-14 points  | 15-24 points  | 25-30 Points |
| Scoring Factor                      | Good   | Outstanding  | Exceptional   | Score        |
| Technical Problem Solving (6.1-6.2) | 1. Significant technical impact  | 8. National Authority  | 16. International Authority   |              |
|                                     | 2. Known For Innovations   | 9. Numerous publications   | 17. Publications with National and International Significance                               |              |
|                                     | 3. Developed Analysis/Design Tools   | 10. Major Productivity Enhancements  | 18. Major Impact on Scientific or Technical Knowledge Base                                  |              |
|                                     | 4. Strong Technical Publication Record   | 11. Major Analysis/Design Tools  | 19. Major Honors and Awards   |              |
|                                     | 5. Some Patents  | 12. Some Honors and Awards   | 20. Patents with Major System Impact Potential  |              |
|                                     | 6. Manages Strong Basic Research Portfolio (OSR)   | 13. Patents with Significant Impact Potential  | 21. Shows exceptional leadership in defining and developing critical basic research program |              |
|                                     | 7. Maintains good TD relations (OSR)   | 14. Manages Outstanding Basic Research Portfolio (OSR)   |   |              |
|                                     | 15. Maintains excellent TD ties (OSR)  |  |   |              |
| Research – Mandatory                |  | 0-14 points  | 15-24 points  | 25-30 points |
| Tech Dev & Transition               |  | 0-14 points  | 15-24 points  | 25-30 points |
| Prgm & Org Leadership               |  | 0-14 points  | 15-24 points  | 25-30 points |

| Scoring Factor                              | Good  | Outstanding  | Exceptional  | Score |
|---|---|--|--|-------|
| <b>Technology Transition &amp; Transfer</b> | 1. Develops Demos and Interacts Independently With Internal/External Customers<br>2. Team Member for Partnership Implementations for TT&T<br>3. Evaluates and Incorporates Appropriate Outside Technology in Individual/Team Activities | 4. Key Participant in Multiple High Impact Technology Transitions & Transfers<br>5. Demonstrated Leadership for Tech Transitions & Transfers<br>6. Develops Customer Base and Expands Opportunities for TT&T<br>* TT&R Leadership Recognized by Others | 1. Responsible for Multiple High Impact Technology Transitions & Transfers<br>2. Recognized Authority for Tech Transitions & Transfers<br>3. Initiates Major New Partnership Vehicles (ATDs, MOUs, etc)<br>4. Creates Environment to Widely Exploit both National and International Technologies |       |
| Research                                    | 0-14 points   | 15-24 points   | 25-30 points   |       |
| Tech Dev & Transition – <b>Mandatory</b>    | <b>0-14 points</b>  | <b>15-24 points</b>  | <b>25-30 points</b>  |       |
| Prgm & Org Leadership                       | 0-14 points   | 15-24 points   | 25-30 Points   |       |

Figure A3.1 – AFRL Fellows Nominee Assessment Sheet – Page 2 of 2

Page 2 of 2

| Scoring Factor                           | Good  | Outstanding   | Exceptional   | Score |
|--|---|---|---|-------|
| <b>Corporate Resource Management</b>     | 1. Program Manager<br>2. Well Known for Cost Effective Management<br>3. Developed New Management Tool<br>4. Led Local Professional Society Committee or Board | 5. Major Program Manager<br>6. Significant Innovator<br>7. Participated in Formation of Science & Technology Policy<br>8. Member of National Committee or Board | 9. Led Major National Programs<br>10. Led Formation of Science & Technology Policy<br>11. Led National Board or equivalent<br>12. Directs Complex Program Planning & Coordination |       |
| Research                                 | 0-14 points   | 15-24 points  | 25-30 points  |       |
| Tech Dev & Transition                    | 0-14 points   | 15-24 points  | 25-30 points  |       |
| Prgm & Org Leadership – <b>Mandatory</b> | <b>0-14 points</b>  | <b>15-24 points</b>   | <b>25-30 points</b>   |       |

| Scoring Factor                           | Good  | Outstanding   | Exceptional   | Score |
|--|---|---|---|-------|
| <b>R&amp;D Business Development</b>      | 1. Established Important Customer Alliances<br>2. Develops Feasible Research Strategies for New Technical Activities<br>3. Pursues New Near-term Business Opportunities Through Proposals | 4. Participates in Major Program Planning & Coordination<br>5. Participated in Strategic Planning & Prioritization Study/Process<br>6. Generates Consistent Customer Alliances for a Broad Technical Area | 7. Led Key Strategic Planning & Prioritization Study/Process<br>8. Creates Significant Customer Alliances for a Broad Technical Area<br>9. Secures Significant Long-Term Program Support in Critical Technical Area |       |
| Research                                 | 0-14 points   | 15-24 points  | 25-30 points  |       |
| Tech Dev & Transition                    | 0-14 points   | 15-24 points  | 15-24 points  |       |
| Prgm & Org Leadership – <b>Mandatory</b> | <b>0-7 points</b>   | <b>8-14 points</b>  | <b>15-20 points</b>   |       |

| Scoring Factor                               | Good                | Outstanding                                | Exceptional                  | Score |
|--|---------------------|--|------------------------------|-------|
| <b>Quality of Endorsements By References</b> | Strong Endorsements | Mix of Exceptional and Strong Endorsements | All Endorsements Exceptional |       |
| Research – <b>Mandatory</b>                  | <b>0-7 points</b>   | <b>8-14 points</b>                         | <b>15-20 points</b>          |       |

|  |                   |                    |                     |  |
|--|-------------------|--------------------|---------------------|--|
| Tech Dev & Transition – <b>Mandatory</b> | <b>0-7 points</b> | <b>8-14 Points</b> | <b>15-20 points</b> |  |
| Prgm & Org Leadership – <b>Mandatory</b> | <b>0-7 points</b> | <b>8-14 Points</b> | <b>15-20 points</b> |  |

NOTE: Shaded areas with bold type indicate a mandatory Scoring Factor for the Achievement Category indicated.

Summary Evaluation: ☐ The nominee is fully qualified for AFRL Fellow status. Total Score: \_\_\_\_\_

☐ The nominee is not fully qualified for AFRL Fellow status.

\_\_\_\_\_ Total Score

\_\_\_\_\_

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Figure A3.2. AFRL Science and Engineering Early Career Award Nominee Assessment Sheet – Page 1 of 2

|   |   |             |              |              |       |
|---|---|-------------|--------------|--------------|-------|
| <b>Nominee's Name:</b>  |   |             |              |              |       |
| Scoring Factor 1  | Considerations  | Good        | Outstanding  | Exceptional  | Score |
| <b>Significance and Impact of Research Achievements (30 points)</b> | The originality of the research, technical contributions, team leadership, expanding the current state-of-the-art, and impact to the Air Force. | 0-14 points | 15-24 points | 25-30 points |       |
| Comments:   |   |             |              |              |       |
| Scoring Factor 2  | Considerations  | Good        | Outstanding  | Exceptional  | Score |
| <b>Potential for Future Growth (20 points)</b>                      | The alignment of research thrust to current/future Air Force needs.   | 0-7 points  | 8-14 points  | 15-20 points |       |
| Comments:   |   |             |              |              |       |



| Scoring Factor 3  | Considerations   | Good       | Outstanding | Exceptional  | Score |
|---|--|------------|-------------|--------------|-------|
| <b>Letters of Support<br/>(20 points)</b>   | Note where the letter of support is coming from, the position held by the person writing it; i.e., Professor vs. Department Head                                       | 0-7 points | 8-14 points | 15-20 points |       |
| Comments:   |  |            |             |              |       |
| <b>Figure A3.2 – AFRL Science and Engineering Early Career Award Nominee Assessment Sheet – Page 2 of 2</b> |  |            |             |              |       |
| Scoring Factor 4  | Considerations   | Good       | Outstanding | Exceptional  | Score |
| <b>Professional Memberships<br/>(10 points)</b>   | Note types of organizations and positions held within the organization; i.e., President, Secretary, Treasurer, Session Chair at a Conference, Planning Committee, etc. | 0-3 points | 4-7 points  | 8-10 points  |       |
| Comments:   |  |            |             |              |       |
| Scoring Factor 5  | Considerations   | Good       | Outstanding | Exceptional  | Score |
| <b>Publications and Presentations<br/>(10 points)</b>   | Not based just on raw numbers but on the quality of the journals for publications and the conference for presentations   | 0-3 points | 4-7 points  | 8-10 points  |       |
| Comments:   |  |            |             |              |       |

| Scoring Factor 6  | Considerations   | Good       | Outstanding | Exceptional | Score |
|---|--|------------|-------------|-------------|-------|
| <b>Awards and Honors<br/>(10 points)</b>  | Note type of award, local chapter, national award or international award | 0-3 points | 4-7 points  | 8-10 points |       |
| Comments:   |  |            |             |             |       |
| <div> <div> <div></div> <div>Reviewer's Signature</div> </div> <div> <div>Total Score: </div> <div>Date</div> </div> </div> |  |            |             |             |       |

